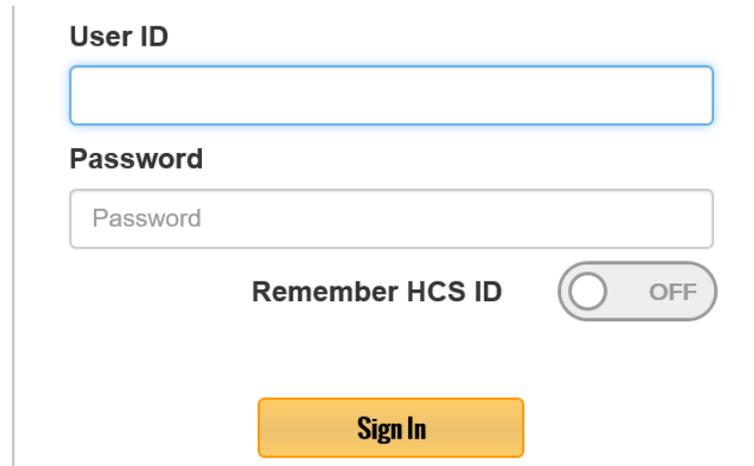


# How to Update NYS License Information on the Health Commerce System (HCS)

1. Log into your HCS account at: [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html).



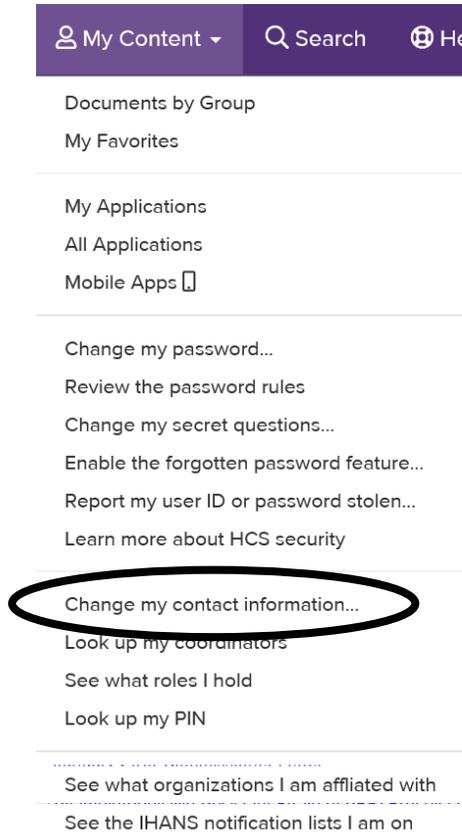
The screenshot shows a login form with the following elements:

- User ID**: A text input field.
- Password**: A text input field with the placeholder text "Password".
- Remember HCS ID**: A toggle switch currently set to "OFF".
- Sign In**: A yellow button.

2. At the top of the HCS home page, click 'My Content'.



3. Click on 'Change my contact information'.



4. Click on the 'Profession Information' tab.



5. If information is entered, verify for accuracy.  
If no information is entered, click 'Add Profession'. Choose from the dropdown your profession type and enter NYS practitioner license number.

**Business Contact Information** | **Emergency Contact Information** | **Profession Information** | **MFA Information**

**Add Profession**

**Add a profession NOT listed above**

Profession  License Number  **Add** **Cancel**

**Submit** **Reset**

6. Click 'Add'.

**Business Contact Information** | **Emergency Contact Information** | **Profession Information** | **MFA Information**

**Add Profession**

**Add a profession NOT listed above**

Profession  License Number  **Add** **Cancel**

**Submit** **Reset**

7. Click 'Submit'.

The screenshot shows a web interface with four tabs: 'Business Contact Information', 'Emergency Contact Information', 'Profession Information', and 'MFA Information'. The 'Profession Information' tab is active. Below the tabs is a section titled 'Add Profession'. Inside this section is a form titled 'Add a profession NOT listed above'. The form has two main input fields: 'Profession' with a dropdown menu showing 'Medicine' and a downward arrow, and 'License Number' with a text input containing '123456'. To the right of these fields are two buttons: 'Add' and 'Cancel'. Below the form, there are two more buttons: 'Submit' and 'Reset'. The 'Submit' button is circled in black.

8. At the top, click 'Log out' and close browser.



9. Go to [https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html) and log back in.

10. Click on NYS PMP logo.

## Important Health Events



11. If you are still unable to access the NYS PMP, visit <http://www.op.nysed.gov/opsearches.htm> to confirm your license is up-to-date with New York State Education.

12. Select a profession and enter a minimum of 3 characters of the person's name.

### Search by name within a profession:

- Select a profession.
- Enter a minimum of 3 characters of the person's name, with the last name first (separated by a space, **not** a comma). When a last name consists of only two letters, you must also enter a space and at least the first letter of the first name.

**Profession:**

- Message Therapist
- Medical Physicist, diagnostic radiology
- Medical Physicist, medical health
- Medical Physicist, medical nuclear
- Medical Physicist, therapeutic radiology
- Medicine (physician, including MDs & DOs)**
- Medicine, 3-year limited license
- Mental Health Counselor

**Licensee Name:**  
(last name first, separated by a space, **not** a comma)

Test

Search Reset

13. Find corresponding License # and click on it.

Licensee List

**MEDICINE**

Click on license number link to the left of the professional's name for detailed information.

**License # Name - City and State**

[012345](#) Test Tom – Albany, NY

14. Verify the license as ‘Registered’.

If ‘Status’ is not ‘Registered’, contact the New York State Education Department, Office of the Professions at 518-474-3817, Press 1 then ext. 570 or visit

<http://www.op.nysed.gov/contact.htm>.

License Information \*

03/04/2019

**Name :** TEST TOM

**Address :** ALBANY NY

**Profession :** MEDICINE

**License No:** 012345

**Date of Licensure :** 01/01/1970

**Additional Qualification :**

**Status :** REGISTERED

**Registered through last day of :** 01/20

**Medical School:** ALBANY MEDICAL COLLEGE **Degree Date :** 01/01/1971